

If You're a Voc-Tech Student

Shop Safety

- Equipment and tools should not be used without proper personal protective equipment.
- Never reach inside moving machinery.
- Report any injury at the time it occurs, no matter how minor, to your supervisor.

Emergency Evacuation and Exits

- Familiarize yourself with the emergency evacuation exits and routes. A poster must be displayed.
- Learn the emergency procedures for spills when you work around chemicals.

Confined Spaces

- Most confined spaces are tanks, pits, or tightly enclosed crawl ways but there are many other types.
- Hazardous gases can become trapped in these spaces. Also, by working in these spaces, you can use up all the oxygen in them.
- Do not enter any confined spaces unless the employer has a specific confined space entry program in writing and trains you how to work safely in these areas.

Your Rights & Responsibilities

If you have an accident, you are covered by Workers' Compensation. All medical bills should be covered by Workers' Compensation Insurance.

If you notice unsafe conditions in your workplace, report them to your employer. Discuss what can be done to correct the situation. We can help!

Division of Labor Standards
P.O. Box 449
Jefferson City, MO 65102
(800) 475-2130 (573) 751-3403
E-Mail:
laborstandards@dolir.state.mo.us
Home Page: www.dolir.state.mo.us/lr

Federal Wage and Hour
Kansas City area (913) 551-5721
St. Louis area (314) 539-2706

Relay Missouri Service
Voice User Calling A
Hearing/Speech Impaired User
(800) 735-2466
Hearing/Speech Impaired User
Calling A Voice User
(800) 735-2966

Many of Missouri's children are exploited for monetary gain. If you or someone you know is involved in youth peddling or door to door sales, please protect them by contacting the Division of Labor Standards. Ask if the employer is operating legally, or for a list of guidelines to follow to protect youth involved in these activities. While guidelines should be observed, Girl Scouts, church and school peddling activities are exempt from any requirements to operate.

If unsafe conditions persist in your work environment, you have the right to report the condition to OSHA.

OSHA
Kansas City area (800) 892-2674
St. Louis area (800) 392-7743

Safety at Work



for Young Workers



First Aid/Emergencies

- First aid kit should be available in work area.
- You should not respond to incidents unless you are trained in first aid.
- Know who the designated emergency responder is in your work area.
- Be sure to report any injury, regardless how minor, at the time it happens.
- Know the emergency exits.
- Make sure emergency routes are posted.

Burns

- Beware of hot surfaces.
- In case of a fire, make sure you know how to use a fire extinguisher. For large fires, leave it to the professionals.
- Burn first aid: Immerse or cover burned area with cold water.



Cuts

- If you're handling a knife, always cut away from the body.
- If you do receive a cut, receive first aid first. Then, make sure all surfaces where blood may have spilled are properly cleaned to protect you and others from blood-borne diseases.

Eye & Ear Protection

- Wear safety glasses to protect your eyes against liquid splashes or flying debris.
- Wear hearing protection when exposed to loud noises.



Clothing

- Don't wear loose clothing or dangling jewelry that can be caught in moving or rotating parts. Keep long hair restrained.
- Wear enclosed shoes. Protect your feet from such things as falling objects, lawn mower blades, hot grease or chemical spills.
- Clothing should be appropriate to the job and work environment, such as exposure to sun, poison ivy, walk-in refrigerators, deep fryers, etc.

Chemicals

- Make sure you use proper personal protective equipment recommended for handling any chemicals.
- Be aware of special precautions in case of a spill.
- You have the right to see the Material Safety Data Sheets which describe the hazards of chemicals. These must be available in the workplace.

Slips, Trips and Falls

- Floors should be kept clean and free of spills, oils and debris.
- Electrical cords and other objects should not be allowed to extend across a walkway.
- While mopping, make sure signs are placed to adequately warn others of the danger of wet surfaces.
- If you have to use a ladder, make sure it is secure. Never step on the top platform of any ladder, including a stepladder.



Electrical Shock Hazards

- Electricity and water do not mix. Never use electrical equipment when standing in water.

Machine Operations

- Equipment or tools should not be used without proper guards.
- Never reach inside moving machinery.
- Remember electricity and water don't mix.
- Do not wear gloves while using machines with high speed moving parts like drill presses.

Manual Lifting

Use proper lifting techniques:

- Let your abdomen, legs and buttocks do the work.
- Get closer to the load. Grab the load safely with your hands placed under the object.
- Bend your knees, with feet slightly spread for balance and stability.
- Keep your head, shoulders and hips in a straight line as you lift. Do not twist. Turn your entire body, including your feet.

Some important pointers:

- Never lift from a sitting position. Sitting puts more pressure on the spine. Stand before you lift.
- Push rather than pull a load.
- When the object is too heavy for you to lift alone - admit it - then get some help.

Violence in the Workplace

- If you're working after hours, keep doors locked.
- Never work alone.
- If there is a robbery attempt, don't be a HERO! Never argue or struggle with the perpetrators.

Unsafe Conditions

- Report any unsafe conditions or equipment to your supervisor.

